



**Dr. Micheal Pitcher**

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Dental Receptionist Position.

We are an energetic new clinic that has an opening for a Maternity leave position. This is a part time position for 3-5 days a week from September 2016 until August 2017. We offer competitive wages and a great work atmosphere. Our clinic is open 5 days a week and closed on Stat holidays. We are not open evenings or week-ends.

Duties include: Greeting patients, answering phones, booking Patients, accepting and processing Payments, and billing insurance.

Candidate must possess:

- Complete understanding of verbal / written communication fluent in English.
- Must be familiar with Microsoft word and excel programs
- Must have at least 2 years of reception experience or 1 year of Dental reception experience
- Must be extremely punctual

Experience in Dentrax G4 or 6 and sterilization would be beneficial.

Job posting closes August 19, 2016. We encourage all applicants to drop off resumes in person. All applications will be accepted in confidence. Thank you for your consideration in working for Cedar Ridge Dental. Only successful applicants will be contacted for an interview the following week.

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